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Maintaining the Charge Card Master Table

Helpful Hints:

Before you begin maintaining the charge card master table it is important to know the following information:

- The Charge Card Master Table is a control table used for the following purposes:
  - Assignment of administrative FBMS IDs for users who will reallocate charges on behalf of the cardholder.
  - Entering the default Master Accounting Code (MAC, also called Line of Accounting, or LOA) for charge cards. The default MAC is the account code against which the cardholder’s transactions will be charged.
  - Storage of charge card hierarchy information. This information determines the default Master Accounting Code for the card where charges go if the individual card MAC is missing or invalid.
- There are 5 FBMS charge card roles:
  - **Charge Card Administrator** – Administrators are designated by the individual cardholder. They can display the cardholder’s charge card data and reallocate charges for that individual’s charge card (only to the cost centers that the cardholder can access). An office may assign this role to an administrative assistant who performs reallocations for an executive or for other cardholders in the office.
  - **Charge Card A/OPC** – The A/OPC can update charge card master record information such as default accounting information (cost centers) for cards, update cardholder user IDs, and assign administrators to charge cards. A/OPCs cannot reallocate charges.
  - **Charge Card Holder** – The cardholder can reallocate charges for his or her own card for certain cost centers to which they have been given access. Cardholders also can assign administrators to their own charge card to perform reallocations for them. This role is only used by bureaus that allow cardholders to do their own reallocations.
  - **Charge Card Holder Restricted** – Cardholders with restricted access can view but not change their own charge card transactions. This role is used by bureaus who do not allow cardholders to do their own allocations.
  - **Charge Card Budget Finance** – The Budget Finance role can view and reallocate charges for multiple charge cards based on cost centers available to them. They can view, but not change, charge card master records.
There are four roles that can access the Maintain Charge Card Master Table transaction for the following purposes:

- **Cardholder** – to add an administrator to his or her charge card.
- **Administrator** – to display charge card data for card(s) to which they have administrative rights. The cardholder designates an administrator to perform transaction reallocations or maintenance on his or her behalf for a specified card. If your Bureau does not allow individual cardholders to do their own reallocations, the cardholder does not need to designate an administrator for his or her card.
- **Budget Finance Personnel** – to display charge card data for card(s) to which they have access.
- **A/OPC** – to update master record information such as Master Accounting Code (MAC), cardholder user ID, and to assign administrators to the card.

Manage vendor 1099 information – If a convenience check was used for a transaction, the vendor 1099 information needs to be created or updated in FBMS to facilitate accurate tax reporting. All convenience check writers are responsible for creating or updating 1099 information for convenience check purchases.

Let’s Begin:

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab ➔ CC tab ➔ Maintain Charge Card Master Table to go to the Charge Card Master Table maintenance Initial screen.
Add an Administrator to a Charge Card Account

An administrator is someone the cardholder can designate to perform maintenance or transaction reallocations on their charge card. If your bureau does not allow cardholders to reallocate their own transactions, cardholders will not need to designate administrator for their card.

1) In the Authorization Access section, select the Cardholder or A/OPC radio button. (Cardholders and A/OPCs can both designate administrators for a card; select the appropriate radio button for your role).

2) Select the Maintain button.
3) Select the box to the left of the charge card account to be changed.

4) Select the Update button.
5) In the Cardholder Authorization window, select the **Search** icon.

![Cardholder Authorization window](image)

You can type the user name directly into the Admin 1 field if you know it. It is important that the user name matches the exact FBMS user name in. Therefore, it is recommended that you use the search capability.

6) Type the last name of the person in the **Last Name** field.

![Restrict Value Range window](image)

You can enter as many values in the fields as necessary to narrow your search.
7) Select the **Continue** button.

8) Select the **User Name** from the search results.

9) Select the **Continue** button.
10) Verify the user name is entered in the **Admin 1** field.

11) **Scroll down** to the bottom of the window.
12) Select the **Update Table** button to complete the update.

![Update Table](image1.png)

13) Select the **Continue** button to finish.

![Continue Button](image2.png)

*The Update Successful!! message indicates that the administrator is added to the charge card account and can now perform reallocations for that account.*
Display Charge Card Master Table Data

Administrator and Budget Personnel roles can both display charge card master table data. However, they cannot change the information in the master table.

1) In the Authorization Access section, select the Administrator or Budget Personnel radio button, depending on your role.

2) Select the Maintain button.
3) Select the box to the left of the charge card account to be reviewed.

All the charge cards which your role allows you to access will display.

4) Select the Display Data button.
5) Use the **Scroll Bar** to scroll down to the bottom on the window to view the Master Account Code (MAC) data.

The **Administrative Authorization** window lists all of the current charge card administrators for this card.

6) Review the **master account code (MAC)** information.
The Functional Area, Cost Center, Fund, and WBS Element fields represent the master account code (MAC) for this card. The Business Entity, Building, Land, Rental Object, and Employee Status fields are not currently activated in FBMS.

7) Select the OK button.
Update the Charge Card Master Table Data

Only the AOPC/User Administrator can update charge card master record information in the Master Table. The AOPC can add and update default account information (including cost centers) to cards, update the Cardholder User ID, and assign administrators to cards.

1) In the Authorization Access section, select the AOPC/User Administrator radio button.

2) Select the Maintain button.
3) Select the box to the left of the charge card account to be changed.

All the charge cards to which you have access as an A/OPC will display.

4) Select the Update button.
5) Use the Scroll Bar to scroll down to the bottom on the window to view the MAC data.

6) Type your changes into the appropriate field(s).

The Functional Area, Cost Center, Fund, and WBS Element fields represent the master account code (MAC) for this card. The Business Entity, Building, Land, Rental Object, and Employee Status fields are not currently activated in FBMS.

You can use the Search icon next to each field to search for the information, if needed.
7) Select the **Update Table** button to save your changes.

8) Select the **Continue** button to finish.

The **Update Successful!!** message indicates that your changes to the card account have been made.
Reallocating Charge Card Transactions

Helpful Hints:

Before you begin reallocating charge card transactions it is important to know the following information:

• Reallocations must be done to ensure accurate financial posting of charge card transactions. When the charge for the purchase should go to the cardholder’s Master Accounting Code (MAC), reallocation does not need to be performed. However, if the charge should be reassigned to another account code, then the cardholder, charge card administrator, or budget finance representative (depending on the bureau’s process) will need to reallocate the charge.

• A transaction can be reallocated to:
  • Share costs with another fund/cost center.
  • Transfer costs to the fund/cost center that received the items/services.
  • Transfer costs to a purchase order or earmarked fund (misc. obligations).
  • Correct the defaulted MAC and/or commitment item (BOC) to one that is more descriptive of the item/service purchased.

• There are three FBMS roles that can reallocate charge card transactions:
  • **Cardholder:**
    • Cardholders can reallocate charges for their own charge card.
    • Cardholders can only reallocate charges to the cost centers that are attached to their FBMS user ID.
    • Users who have the “Cardholder Limited” role can view their detailed transactions in FBMS, but they cannot reallocate transactions.
  • **Administrator:**
    • These users can reallocate charges for someone else’s card if they have been designated as an administrator for that card.
    • Administrators are designated by the cardholder or A/OPC and can only allocate to the cost centers to which the cardholder has access.
  • **Budget Finance Personnel:**
    • These users can reallocate charges for multiple charge cards based on the cost centers that have been added to their security profile. The allowable cost centers can be a single cost center, range of cost centers, or a list of cost centers.
Budget Finance Personnel access to charge cards is dependent upon the cost center contained in the default master accounting codes (MACs) on each charge card master record.

For some bureaus, this role allows them to reallocate charges within their cost center authority to any MAC within their business area (bureau).

Your Bureau’s process determines who should be doing reallocations in your bureau.

Use the Multiple Account Assignment (MAS) feature in FBMS to reallocate a transaction to multiple account codes if you are splitting the cost of an item between two different offices.

Reallocations to a purchase order:

Reallocations to a purchase order (PO) are made when a vendor is paid for the deliverables on a specific purchase order with a charge card that has purchase authority.

These transactions need to be posted to the purchase order to contribute towards the liquidation of that purchase order. If the transaction is considered the final payment for the PO, it may be marked final to release any residual balance from the purchase order.

Let’s Begin:

Use the following portal path to begin this transaction

Select **CORE FINANCIALS** tab ➔ **CC** tab ➔ **Reallocate Charge Card Cost** to go to the Charge card reallocation cost Initial screen.
Reallocate Individual Transactions

1) In the Authorization Access section, select the appropriate radio button based on your role.

2) Select the Search drop-down menu.

If known, you can type the charge card number in the Charge card number field.
3) Select the desired **charge card number**.

4) Select **the Copy button**.

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In FBMS, the cardholder’s last name and first name are displayed in the search window making it easier to select the appropriate card.
5) Optionally, you can enter the **Transaction Date** and/or **Bank Posting Date** to narrow your transaction search results.

6) If you accessed this transaction using the **Budget Personnel** radio button, you can type the **Cost Center** to narrow your search.
7) Use the “Include Transactions with status” radio buttons to select transactions that have not been reviewed yet, already been reviewed, or all transactions.

8) Select the Execute button.
9) Select the box to the left of the transaction you want to reallocate.

10) Select the **Reallocation History** button.
11) Select the box to the left of the transaction being reallocated.

The following steps show reallocation to a single account assignment.

12) Select the Single Reallocation button.
13) Type the new information in the appropriate field(s).

Types of reallocations include:

- **Accounting String**: you can change the accounting information, which includes the G/L Account, Functional Area, Cost Center, Fund, and/or WBS Element.

- **Order**: Fleet Managers must reallocate vehicle expenses on work order in order to capture vehicle-related costs. The Order (work order) field fills in automatically and the Fleet Managers must change the work order number in the Order field if they want to reallocate to a different work order.

- **Asset**: If you need to reallocate to a non-capitalized asset (under $15,000), contact your Property Manager for the asset number to enter on the allocation screen. If the purchase was made for capitalized property (over $15,000) and paid for with the charge card, then the purchase should be reallocated to the purchase order.

- **Earmarked Funds**: An Earmarked Fund describes a Funds Commitment for Permanent Change of Station (PCS) Travel. Reallocations to an Earmarked Fund are made when a vendor is paid for an expense that has been charged because an employee is on PCS travel. These expenses are centrally billed and not reimbursed back to the employee. These transactions need to be posted to the Earmarked Fund document to contribute towards the liquidation of the commitment. If the transaction is considered the final payment for that Earmarked Fund, select the Completion Ind. checkbox to release any residual balance from the Earmarked Fund.
Although FBMS supports reallocation to an Earmarked Fund, use of the function varies between bureaus. Check with your Finance Office for your bureau’s policy on reallocating to an Earmarked Fund.

14) Select the Reason drop-down menu.

15) Select the Reason Code for the reallocation.
16) Select the Copy button.

The Reason field is populated with the selected Reason Code.

17) Select the Save button to complete the reallocation.
18) Select the **Continue** button to complete the transaction.

This screen indicates that the reallocation successfully posted. If there are errors and your reallocation cannot be successfully posted, an error message appears at the bottom of your screen. The most common error is invalid accounting information. If you receive an error, correct it and save the reallocation.
Reallocate to a Non-Purchase Order Across Multiple Accounts

1) On the Authorization Access section, select the appropriate radio button based on your role.

2) Type the charge card number in the Charge card number field or search for it, using the drop-down menu to the right of the field.
3) Select the **Execute** button.

4) Select the box to the left of the transaction line item you want to reallocate.
5) Select the **Reallocation History** button.

6) Select the box to the left of the transaction you want to reallocate.
7) Select the **MAS Reallocation** button.

8) In the Account Assignment Criteria window, select the **radio buttons** controlling how the distribution is handled (by **percentage** or **amount**) and if reallocating to a **purchase order** (PO) or **non-PO**.
9) Select the Continue button.

The following steps are used to perform a reallocation by percentage.

10) Review the current allocation information and note the Pct field is currently at 100.

Reallocations performed to transfer the charge card transaction from the defaulted commitment item (formerly called Budget Object Class or BOC) to a different commitment item are accomplished by reallocating to a different G/L (General Ledger) Account.

In FBMS, the G/L Account is comprised of the 6100 GL Account followed by a period, then the commitment item and a zero. The GL Account 6100 represents an expenditure. For example, the GL Account for per diem is 6100.211D0.
11) Type the **percentage** to remain on the original transaction and press the **Enter** key on your keyboard.

FBMS automatically splits the percentage for the next line item and copies in the original GL Account.

12) Type the new **G/L Account Number**.
13) If necessary, you can type in a new **Functional Area** and **Cost Center** for the new line item.

14) Select the **Post** button.
15) Select the **Continue** button.
Reallocation to a Purchase Order

1) In the Authorization Access section, **select** the appropriate **radio button** based on your role.

<table>
<thead>
<tr>
<th>Charge Card Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charge card reallocation cost - Initial screen</strong></td>
</tr>
<tr>
<td><strong>Menu</strong></td>
</tr>
<tr>
<td>Authorization Access</td>
</tr>
<tr>
<td>- Cardholder</td>
</tr>
<tr>
<td>- Administration</td>
</tr>
<tr>
<td>- Budget Personnel</td>
</tr>
</tbody>
</table>

2) Type the charge card number in the **Charge card number** field, or search for it using the drop-down menu to the right of the field.

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</tr>
</tbody>
</table>
3) Select the **Execute** button.

4) Select the box to the left of the transaction you want to reallocate.
5) Select the **Reallocation History** button.

6) Select the box to the left of the Transaction being reallocated.
7) Select the **MAS Reallocation** button.

8) In the Account Assignment Criteria window, select the **radio buttons** controlling how the distribution is handled (by **percentage** or **amount**) and the **Re-allocation to PO** radio button.
9) Select the **Continue** button.

10) Type the **Purchase Order Number** in the PO Number field.
11) Type the **line item number** from the Purchase Order in the **Item** field.

12) Select the **Post** button.
13) Select the **Continue** button.

This message indicates a successful submission and is displayed only if a Goods Receipt has been completed.

A Goods Receipt (GR) must be completed in FBMS by the Contracting Officer’s Representative (COR) or Receiving Official (RO) when the goods on a purchase order are received. This completes the 3-way match of a Purchase Order, Invoice, and Goods Receipt that is required for payment to be made to a vendor. You must wait for the COR/RO to complete the goods receipt before you can perform the reallocation.

If a Goods Receipt has not been completed, you will receive the following message:
Performing Maintenance Tasks When Doing Allocations

Helpful Hints:

Before you begin performing maintenance tasks it is important to know the following information:

- There are 3 transaction maintenance tasks that you can do at the same time you are completing your reallocations:
  - Manage vendor 1099 information – If a convenience check was used for the transaction, the vendor 1099 information needs to be created or updated in FBMS to facilitate accurate tax reporting. All convenience check writers are responsible for creating or updating 1099 information for convenience check purchases.
  - Mark purchases as ‘greening’ – If a charge card purchase was for an environmentally safe or friendly product, it should be flagged as a “greening” purchase to facilitate reporting for the DOI greening initiative.
  - Mark transactions as reviewed – When you reallocate a purchase, you have the option of marking that purchase as reviewed/reallocated. When you return to your purchases to reallocate charges, you have the option to select either those purchases that have not yet been reviewed/reallocated, or you can select the purchases that have already been flagged as reviewed/reallocated. This narrows down the charge card purchases you have to review, and you will not have to review those that you have already handled.

Let’s Begin:

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab ➔ **CC** tab ➔ **Reallocate Card Cost** to go to the Charge card reallocation cost Initial screen.
Update Vendor 1099 Information

1) In the Authorization Access section, select the appropriate radio button based on your role.

2) Type the charge card number in the Charge card number field, or search for it using the drop-down to the right of the field.
3) Select the `Execute` button.

4) Select the box to the left of the transaction line item that you want to add the vendor information.

When the box is selected, the entire line is highlighted.
5) Select the **1099 Information** button.

6) FBMS displays the **Vendor 1099 information** screen.
7) Select the Modify button.

8) Type the changes or updates to the vendor record.

All required fields will display a checkmark. The Country field is required on the Vendor 1099 screen.
9) Select the **Save** button to save the revised vendor 1099 information.

FBMS displays the message 'Vendor 1099 Record is updated'.

10) Select the **Continue** button.

11) Select the **Back** button to return to the *Charge card reallocation cost Initial* screen.
Update a Charge Card Reallocation with Existing Vendor 1099 Information

1) In the Authorization Access section, select the appropriate radio button based on your role.

2) Type the charge card number in the Charge card number field, or search for it using the drop-down to the right of the field.
3) Select the **Execute** button.

4) Select the box to the left of the transaction line item that you want to manage.

When the box is selected, the entire line is highlighted.
5) Select the **1099 Information** button.

FBMS displays a window asking if you want to create the information.

6) Select the **Continue** button to create the 1099 information.

FBMS displays the **Create new Vendor 1099 information** screen.
If the Vendor Tax ID is not known, you can use the search button to find the Vendor Tax ID.

7) If the vendor information is blank, type the **Vendor Tax ID** in the Vendor Tax ID field.
8) Select the **Get Vendor Info** button.

If Vendor information already exists in FBMS, the *Select Vendor 1099 address for the Tax ID on the transaction* screen appears.

9) A Vendor may have more than one vendor record for the Tax ID, use the scroll bar on the bottom of the window to view the Vendor information and then select the appropriate record.

If you cannot see the Copy and Cancel buttons on the bottom of the *Select Vendor 1099 address for the Tax ID on the transaction* screen, use the scrollbar on the right or your mouse to reposition the screen until the buttons on the bottom of the screen are displayed.
10) Select the box to the left of the Vendor record you want to populate in the *Vendor 1099 Information* screen.

![Vendor 1099 Information screen](image)

> When the box is selected, the entire line is highlighted

11) Select the **Copy** button to bring the information into the *Vendor 1099 Information* screen.

![Vendor 1099 Information screen](image)
12) Make any necessary updates and select the **Save** button.

FBMS displays the message 1099 Database updated.

13) Select the **Continue** button.
14) On the Charge card reallocation cost screen, select the **Refresh** button to update the 1099 Info column.

15) The Vendor INFO column shows a green checkmark, indicating the Vendor 1099 information is updated.
Mark Purchases as “Greening”

1) In the Authorization Access section, select the appropriate radio button based on your role.

2) Type the charge card number in the Charge card number field, or search for it using the drop-down menu to the right of the field.
3) Select the **Execute** button.

4) Select the box to the left of the line item that you want to flag as a greening purchase.
5) Select the **Reallociation History** button.

6) Select the cell to the left of the **Transaction ID**.
7) Select the **Single Reallocation** button.

8) Use the **Scroll Bar** to display the bottom of the screen.
9) Select the **Greening Category** drop-down menu.

10) Select the **Green Code** that best describes your purchase.
11) Select the Save button.

12) Select the Continue button when you receive the message that the document posted successfully.
Mark Transactions as Reviewed

1) On the Authorization Access section, select the appropriate radio button based on your role.

2) Type the charge card number in the Charge card number field, or search for it using the drop-down menu to the right of the field.
3) Select the **Execute** button.

4) Select the box to the left of the transaction line item you want to flag as reviewed/reallocated.
5) Select the **Reviewed/Reallocated** button.

6) Select the **Continue** button.

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FBMS displays a message verifying the reallocation was successfully flagged.
7) Select the **Continue** button.

The next time you perform a reallocation, the transaction that you just flagged will not appear if you select the **“Not Reviewed”** radio button.